

PART 2057 - TRAINING

Subpart B - Automated Data Processing Coordinator Certification Program

Table of Contents

<u>Sec.</u>		<u>Page</u>
2057.51	Background.	1
2057.52	Purpose.	1
2057.53	Legal and regulatory basis.	2
2057.54	Coverage.	2
2057.55	Policy.	2
2057.56	Basic procedures.	2
2057.57 - 2057.58 [Reserved]		
2057.59	Assignment of responsibilities.	4
2057.60	Program duration.	5
2057.61 - 2057.100 [Reserved]		

RD Instruction 2057-B

PART 2057 - TRAINING

Subpart B - Automated Data Processing Coordinator Certification Program

§2057.51 Background.

(a) In December 1984, States were instructed to establish and fill the position of Automated Data Processing (ADP) Coordinator. As the State's primary ADP/office automation expert, the ADP Coordinator (ADPC) is responsible for providing a variety of automated information services in support of the program and administrative operations of the State. Specifically, ADP Coordinators will:

- (1) Provide technical ADP/office automation assistance and guidance to State managers, specialists, and field office personnel.
- (2) Design, implement, modify, and maintain local applications.
- (3) Provide, coordinate, and conduct ADP/automation training for State and field office personnel.
- (4) Serve as the State ADP security officer.
- (5) Provide ADP liaison between the State and the National Office, Finance Office, National Finance Center, vendors, contractors, and support staff at Departmental computer centers.

(b) Achieving and sustaining automated information management excellence requires each State to ensure that its ADPC and ADPC Assistant(s) possess a full performance level of ADP/office automation expertise.

(c) One method of accomplishing this task is through implementation of a formal certification program. For this reason, Rural Development has mandated an official ADPC Certification Program.

§2057.52 Purpose.

The ADPC Certification Program provides a systematic process whereby State ADPC's and ADPC Assistants can master the knowledges, skills, and abilities (KSAs) required to perform the duties and responsibilities of their respective positions.

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§2057.53 Legal and regulatory basis.

Developmental activities carried out under the Rural Development ADPC Certification Program are pursuant to, and consistent with, the provisions of:

- (a) Public Law 85-507, "The Government Employees Training Act," July 7, 1958.
- (b) Public Law 95-454, "Civil Service Reform Act," October 13, 1978.
- (c) FPM Chapter 410, Subchapter 1-10, "Training - Agency Responsibilities."
- (d) DPM Chapter 410, Subchapter 1-10, "Training - Agency Responsibilities."

§2057.54 Coverage.

The ADPC Certification Program applies to Rural Development employees who have been assigned or will be assigned the duties and responsibilities of an ADPC or ADPC Assistant position.

§2057.55 Policy.

Rural Development's policy in implementing the ADPC Certification Program will:

- (a) Assure that all ADPC's and ADPC Assistants have completed and implemented an ADPC/ADPC Assistant Individual Development Plan (ADPCIDP).
- (b) Assure that the identification of developmental needs and selection of training activities are consistent with Rural Development and State program missions and goals.
- (c) Require a procedure for monitoring, assessing, and certifying ADPC and ADPC Assistant developmental progress and program completion.

§2057.56 Basic procedures.

- (a) The general process and procedures by which individual ADPC and ADPC Assistant developmental needs are determined, training activities selected, and development schedules established are as follows:

- (1) Review the specific technical and management (ADPC) KSAs required to perform the official duties and responsibilities of the ADPC's or ADPC Assistant's assigned position.
 - (2) Assess the degree to which the ADPC or ADPC Assistant possesses the required ADPC KSAs. Those ADPC KSAs requiring "improvement" are designated as individual ADPC development needs.
 - (3) For each ADPC KSA requiring improvement, select the optimum developmental activity which will assist the ADPC or ADPC Assistant in attaining the full performance level of expertise.
 - (4) Prepare an ADPC development schedule. The schedule shall include a list of the selected training activities, the order of sequence (by calendar date) for accomplishing each activity, and progress evaluation checkpoints.
- (b) The results of the needs assessment, selection of developmental activities, and preparation of the development schedule are to be documented on an ADPC-IDP. Form RD 2057-11, "Individual Development Plan ADPC/ADPC Assistant," should be prepared on or about the time an employee is assigned to an ADPC or ADPC Assistant position.
- (c) At least semiannually, ADPC and ADPC Assistant developmental progress must be assessed by the immediate supervisor and ADPC Technical Adviser (described in Section 2057.59(c) of this subpart). This includes reviewing the ADPC-IDP and revising or updating it as necessary and appropriate.
- (d) The developmental process concludes when the ADPC or ADPC Assistant has attained the full performance level of expertise for each of the required ADPC KSAs. Satisfactory attainment must be co-certified by the immediate supervisor and designated ADPC Technical Adviser.
- (e) Upon certification of satisfactory attainment of the ADPC-KSAs at the full performance level of expertise, a Certificate of Completion will be issued and authenticated by the Assistant Administrator, Automated Information Services and Chief, Training Branch.
- (f) To assist ADPC's, ADPC Assistants, supervisors, and ADPC Technical Advisers with the assessment of developmental needs and selection of training activities, an "ADPC/ADPC Assistant Training and Development Guidebook" has been developed.

§2057.57 - §2057.58 [Reserved]

§2057.59 Assignment of responsibilities.

Within the context of Rural Development's ADPC Certification Program, the following responsibilities are assigned:

- (a) Training Branch, Personnel Division is responsible for:
 - (1) Providing general direction, leadership, and staff assistance in the development and establishment of Agency ADPC and ADPC Assistant training and development activities.
 - (2) Developing resource materials and instruments for implementing and operating the ADPC Certification Program.
 - (3) Establishing program completion requirements.
 - (4) Approving participants' satisfactory completion of program requirements.
 - (5) Issuing "Certificates of Completion" to program participants.
- (b) Automated Information Services is responsible for:
 - (1) Providing technical ADP/office automation assistance and guidance to the ADPC Certification Program.
 - (2) Appointing National Office ADP/office automation experts to serve as "ADPC Technical Advisers" for the ADPC Certification Program.
- (c) "ADPC Technical Advisers" are responsible for:
 - (1) Providing expert level ADP/office automation assistance and guidance to ADPC's, ADPC Assistants, and their immediate supervisors.
 - (2) Actively participating in the developmental process of ADPC's and ADPC Assistants. This includes:
 - (i) Assisting with the determination of developmental needs.
 - (ii) Assisting with the selection of training activities.
 - (iii) Approving the selected training activities.
 - (iv) Monitoring developmental progress.

- (v) Certifying satisfactory completion of scheduled training activities.
 - (vi) Certifying satisfactory attainment of the required ADPC-KSAs at the full performance level of expertise.
- (d) Supervisors of ADPC's and ADPC Assistants are responsible for:
- (1) Assuring that established ADPC certification program procedures are followed. (Refer to Section 2057.56 of this subpart)
 - (2) Conducting ADPC development conferences with directly supervised ADPC's and ADPC Assistants. This includes, in consultation with the ADPC or ADPC Assistant and the ADPC Technical Adviser:
 - (i) Determining ADPC developmental needs.
 - (ii) Selecting optimum training activities.
 - (iii) Preparing and implementing an ADPC development schedule.
 - (3) Monitoring developmental progress.
 - (4) Certifying satisfactory completion of scheduled training activities.
 - (5) Certifying satisfactory attainment of the required ADPC-KSAs at the full performance level of expertise.
- (e) Basic responsibility for each ADPC's and ADPC Assistant's development rests with the individual. Each ADPC and ADPC Assistant is encouraged to exhibit initiative in completing developmental activities and demonstrating improvements that result from these activities.

§2057.60 Program duration.

Participation in the Certification Program shall end:

- (a) When the scheduled training is completed and satisfactory attainment of the required ADPC-KSAs at the full performance level of expertise has been certified by the immediate supervisor and ADPC Technical Adviser; or,
- (b) When the participant voluntarily leaves the program or vacates the position; or,
- (c) When the participant fails to maintain satisfactory work performance or satisfactory training progress and achievement; or,

RD Instruction 2057-B
2057.60 (Con.)

(d) If the participant fails to complete the ADPC development schedule within 24 months from the date of approval. The Training Branch may grant extensions of time provided reasonable requests are received prior to the expiration of the 24-month enrollment period.

§2057.61 - §2057.100 [Reserved]

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